

**MORALE, WELFARE & RECREATION (MWR) – SINGAPORE
JOB VACANCY ANNOUNCEMENT**

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AMENDED PART IV HOW TO APPLY PROCEDURE

ANNOUNCEMENT NO: OPEN 03-006A
AMENDMENT DATE: 16 JUL 03

OPENING DATE: 3 MAR 2003
CLOSING DATE: OPEN CONTINUOUS

**CLUB DUTY MANAGER - LOCAL NATIONAL
NF – 1101 - 2**

CATEGORY: PART TIME / FLEXIBLE

SALARY: S\$9.00 – S\$18.00 per hour (NEGOTIABLE)

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

Singaporean citizens residing in Singapore.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, marital status, or any non-merit factors.

II. BRIEF DUTIES: Responsible for assisting in the assurance of an efficient operation of the activity during his/her respective shift. Must promote good patron relationship and enhance the image of the respective club. The incumbent reviews the schedule of functions that are to take place during the assigned shift in order to ascertain what special preparations are required. Ensures that necessary space, supplies, and equipment are available and that room arrangement/set-ups are completed. Provides instructions and guidance to all club staff members on functions taking place during their shifts. Works with Bartenders, Cooks, Waiter/Waitress, and others to ensure planned events take place as scheduled. Responsible for assisting with the supervision and training of the personnel assigned to the respective activity. Ensures adequate manning for special events as well as routine operations. Ensures that all personnel are fully utilized, requesting personnel or releasing unnecessary personnel as the situation warrants. Responsible for assisting the respective Manager with the performance of the specific responsibilities and duties – exercising supervision over the operation of the activity, ensuring custody of all records and property of the activity and all government property in the possession thereof, verifying the receipt of stocks of merchandize and being responsible for the safekeeping thereof during his/her shift, being responsible for the receipt, safekeeping, deposit, disbursement, and accountability of funds. Occasionally makes unscheduled cash counts. Maintaining accurate accounts and records, prepares a report of all significant occurrences during his/her shift. Performs other duties as assigned.

III. QUALIFICATIONS REQUIREMENTS: Minimum of 5 years full time working experience in Food & Beverage industry, of which 3 years is in a managerial/supervisory capacity. Basic knowledge of Business Administration, Accounting, and Food and Beverage Handling experience. Must develop a working knowledge of all departments of the respective club. Must have the ability to properly supervise group of people and the ability to render decisions, and the ability to influence others in obtaining cooperation and assistance. Must present a neat, well-groomed appearance at all times.

IV. **HOW TO APPLY:** Complete and mail only the attached **LOCAL NATIONAL APPLICATION FORM** to:

U.S. Naval Regional Contracting Center
Attn: Personnel Liaison Officer
Building 7-4
PSA Sembawang Terminal
Deptford Road
Singapore 759868

Other forms of applications will not be considered. Please note that NO resume and EMAIL APPLICATION will be accepted. Only mailed application will be CONSIDERED.

***** Open Continuous Announcements are not posted in relation to specific job vacancies. All Local National Application forms submitted will be considered when positions become available and when a need exists for filling the vacancy.**

AN EQUAL OPPORTUNITY EMPLOYER